



THE MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN

85 East 7th Place, Suite 160, St. Paul, MN 55101
Phone (651) 296-2388 ▪ Fax (651) 297-5310 ▪ TTY (800) 627-3529
www.aelslagid.state.mn.us

APPLICATION & INSTRUCTIONS FOR APPLYING FOR ADMISSION TO THE PRINCIPLES AND PRACTICE OF ENGINEERING EXAMINATION

Table of Contents

Page

General Information and Instructions	i
Step I – Application (Parts I – VI)	i
Step II – Experience (Part VI – IX)	ii
Step III – Supporting Documents.....	iii
Step IV – Fees	iii
Step V – Checklist.....	iv
Step VI – Mail Application	iv
Step VI – Need Assistance	v
Summary of Rights Under the Americans with Disabilities Act	vi
Process for Waiver of the FE Exam	vii
Education Evaluation Guidelines	viii
Study Materials and Refresher Courses	ix
	Application
Application	1-9
	Forms
Verification of Exam(s) and/or Licensure Form	10
Authorization to Release Applicant Information.....	11

Abbreviations Used Throughout this Document:

- Principles and Practice of Engineering (“PE”)
- Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Certified Interior Designer (“Board”)
- National Council of Examiners for Engineering and Surveying (“NCEES”)
- Accreditation Board for Engineering Technology (“ABET”)
- Engineering Accreditation Committee (“EAC”)

GENERAL INFORMATION

- To apply under the provisions of the Minnesota Statutes and Rules, read and follow each of the steps as instructed. This will aid you in accurately completing your application and thus eliminate delays in processing.
- If any of your records (transcripts, etc.) are under a different name, you must supply a copy of your marriage license, divorce decree, or legal name change document.
- Your application will be considered after all documents contained in this packet are received and verified by Board staff. Once a Board member has reviewed your application, a letter will be sent informing you of the Board's decision. Applications are typically reviewed on the day of a Board meeting. For the Board meeting schedule, click [here](#).
- Please allow 3 weeks from mailing your application before an inquiry concerning its status. Your canceled check is confirmation of receipt of your application.
- Read the education and experience requirements for admission to the written Principles and Practice of Engineering (PE) Examination ([MN Rule 1800.2500, Subp. 2a](#)).
- If your application is approved, you will be instructed in your approval letter from the Board to register online with the exam administrator, NCEES Exam Administration Services, on their website. It is your responsibility to register with NCEES after receiving Board approval.
- DO NOT register with NCEES Examination Administration Services prior to receiving Board approval or you may forfeit your exam registration fee.
- [Application deadlines](#) are posted on the Board's website. It is your responsibility to complete the forms as indicated and where applicable, forward to the appropriate parties. All the required documents must be received by the Board's deadline for consideration.

Step I **Completing the Application**

Part I Applicant Identifying Information (page 1)

- Priority processing if you or a spouse is an active member of the U.S. military.
- Enter all applicable information requested. You must include your social security number. If you do not have a social security number, include your passport or visa number.

Part II Application Category Information (page 1)

- Indicate the discipline of engineering that you would like to take your exam.
- Check the box indicating the appropriate information regarding your application. If you have taken the any part of the PE exam in Minnesota, please indicate when you took the exam.
- Answer questions and provide additional information, if applicable.

Part III Record of Examination and/or Licensure Information (page 2)

Enter all applicable information requested regarding the Fundamentals of Engineering examination and/or any other licensure information.

Part IV Education Information (page 2)

- Enter all applicable information requested.
- Indicate undergraduate and graduate degrees.

Part V Rules of Professional Conduct (page 3-4)

Read, sign and return this document with your application.

Part VI Affidavit for License or Certificate in Minnesota (page 5)

This form of attestation must be completed by applicant before a notary public.

Step II Experience

1800.2805 Qualifying Experience Defined. As used in this part and parts 1800.2600, 1800.2700, and 1800.2800, qualifying experience consists of varied, progressive, nonrepetitive, practical experience at engineering work, developing the ability to apply the theoretical knowledge gained during academic training in making sound judgments in solving engineering problems. The varied experience must include increments of design, planning, technical specifications, codes and standards, research and analysis, engineering economics, safety, observation and inspection of construction of products. Experience shall be written in detail and submitted with the application for evaluation and approval by the Board.

Qualifying experience is calculated up to the day you submit your application—not the exam date.

Part VII Record of Employment History (page 6)

- List the name(s) and address(es) of the supervisors who will be verifying your employment history.
- Account for all time from receipt of your degree to the present.
- Include any intern or co-op experience prior to graduation.
- Submit this page with your application.

Part VIII Employment History Form (page 7)

- Complete all information for each assignment or engagement.
- Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).
- Attach additional sheets as needed.
- Supervisors will be required to initial next to the activities performed (see instructions below).
- If this form is not completed correctly, it cannot be considered as verified experience.

Part IX Employment Verification Form (page 8)

- Print the Employment Verification Form and complete the top half of the form.
- Include the name of your supervisor, your name, the discipline of engineering for which you are applying, the name of the firm and the dates of your employment with that firm. You must use full month-day-year format for your dates of employment.
- You will need an Employment Verification Form for each employer listed in your Employment History of the application.
- Be sure to enter the application deadline in the space at the bottom of the form.
- The remainder of the page is to be completed by the reference.

Instructions for submitting verification of employment/experience:

1. Attach a copy of your Employment History form to the Employment Verification Form for each supervisor to initial and verify experience.
2. Send the Employment Verification Form and copy of the Employment History form to each supervisor listed on your PE Applicant Employment History Form (make copies if necessary). Include a stamped envelope addressed to the Board office. Supervisors must complete and return the Employment Verification Form and their initialed copy of the Employment History directly to the Board office. (See sample of correctly completed form on the Board's website .)

The Board must receive all completed Employment Verification Forms before your application will be reviewed for admission to the Principles and Practice of Engineering Examination.

Make sure to follow up with your employers to ensure that they have completed and mailed the verification forms to the Board office prior to the application deadline.

Step III Supporting Documentation

If you passed the Fundamentals of Engineering exam in Minnesota and submitted a final official transcript to the Board office to obtain your Engineer In-Training credential, you can skip to Step IV.

1. TRANSCRIPTS

Submit final, official transcripts for all undergraduate and graduate degrees showing the degree(s) awarded and date(s) of graduation. The transcript(s) must be received in a sealed envelope from the college/university attended. The transcript(s) can be mailed to the Board office directly from the college/university or the transcript can be mailed to you and then included with your application, **BUT DO NOT OPEN THE TRANSCRIPT ENVELOPE.**

Applicants without an EAC-ABET accredited degree: You are required to obtain an education evaluation of your undergraduate degree transcript to determine if your education is equivalent to an EAC-ABET accredited degree. Note: If you obtained an EAC-ABET accredited graduate engineering degree, you must include a copy of your transcript for your undergraduate degree *in English* with your application. Please refer to the Memorandum in this application packet for more information regarding transcript evaluation requirements and evaluation services. See Memorandum regarding Foreign and Domestic Engineering Education Guidelines (Page viii).

2. VERIFICATION OF FUNDAMENTALS OF ENGINEERING EXAM

If you took your Fundamentals of Engineering Examination in another state, go to <https://verify.ncees.org> and request verification of your examination.

If the state from which you are requesting verification is not listed on the verify.ncees.org site, that state is not yet participating in electronic verification. Complete the Verification of Exams and Current Licensure (FORMS - Page 9) and send to the state from which you are requesting verification, along with a stamped envelope addressed directly to the Minnesota Board and any applicable fee.*

* **Some states charge a fee for verification of your records.** In order to avoid delay in processing your verification, you may want to contact that state to determine if there is a fee before sending the verification form.

Step IV Fees

Application fee of \$75.00*

Make your check payable to "MN Board of AELSLAGID." The application fee is non-refundable and cannot be applied toward future exams.

If your application is approved by the Board, an examination fee will be required when registering with NCEES.

*Additional license fee of \$120.00 will apply if you pass the exam.

Step V Checklist

If you have previously applied to the Minnesota Board for the PE exam within the last three (3) years, submit the following documents:

- ___1. Part I and II – Page 1 of the application
- ___2. Part V - Signed copy of the Rules of Professional Conduct (Page 3-4)
- ___3. Part VI - Signed and notarized Affidavit for License or Certificate in Minnesota (Page 5)
- ___4. Part VIII - Updated Employment History Form covering the time frame between your last application and the present (Page 7).
- ___5. Part IX - Updated Employment Verification Forms - You will need to send this form along with the updated employment history form to all employers since your last application to verify your additional experience (Page 8).
- ___6. Application fee of \$75 - Make your check payable to: MN Board of AELSLAGID.
- ___7. If you have failed the PE exam three or more times, you must submit evidence of improved qualifications with the application pursuant to MN Rule 1800.0900, Subp. 4.

If you have never applied to the Minnesota Board for the PE exam or if your last application was more than 3 years ago, submit the following documents:

- ___1. Part I and II – Page 1 of the Application
- ___2. Part III and IV – Exam(s) and/or License Information and Education Information (Page 2)
- ___3. Part V – Signed copy of the Rules of Professional Conduct (Page 3-4)
- ___4. Part VI – Signed and notarized Affidavit for License or Certificate in Minnesota (Page 5)
- ___5. Part VII – Record of Employment History (Page 6)
- ___6. Part VIII – Employment History Form (Page 7).
- ___7. Part IX – Employment Verification Forms (Page 8).
- ___8. Final official transcripts for all undergraduate and graduate degrees.
- ___9. Verification of passing the Fundamentals of Engineering examination.
- ___10. Application fee of \$75 - Make your check payable to: MN Board of AELSLAGID.

Step VI Mail Application

The required parts of the application, application fee and supporting documentation must be mailed to the Board office at:

Minnesota Board of AELSLAGID
85 East 7th Place, Suite 160
St. Paul, MN 55101

ALWAYS MAKE A COPY OF ANY MATERIAL YOU SEND TO THE BOARD

CONTACTS

MN Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design website: www.aelslagid.state.mn.us.

MN Board Office: 651-296-2388, MN Board of AELSLAGID, 85 E. 7th Place, Suite 160, St. Paul, MN 55101

NCEES (National Council of Examiners for Engineering and Surveying)

NCEES has study materials available to assist in preparation of the exam. Applicants may download the calculator policy, exam formats, [exam specifications and design standards](http://www.ncees.org/exam-specifications-and-design-standards) where applicable directly from the NCEES website at: www.ncees.org. For those who do not have internet access, contact NCEES toll-free: 1-877-536-7729.

SPECIAL ACCOMMODATIONS

Information regarding accommodation requests under the **American with Disabilities Act (ADA)** is posted on the NCEES website, www.ncees.org, under Special Testing Accommodations. **Check the website for request deadlines - no extensions and no exceptions allowed.**

Information regarding accommodation requests based on **religious beliefs and practices** is posted on the NCEES website, www.ncees.org, under Special Testing Accommodations. **Check the website for request deadlines – no extensions and no exceptions allowed.**

A BRIEF SUMMARY OF YOUR RIGHTS UNDER THE AMERICANS WITH DISABILITIES ACT

INTRODUCTION

The Americans with Disabilities Act ("ADA") covers "public entities." The Board is a "public entity" covered by the ADA. The Board may not refuse to allow a person with a disability to take the examination simply because the person has a disability. It must permit persons with disabilities to take the examination in an integrated setting unless separate or different measures are necessary to ensure equal opportunity. It must eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to take the examination.

WHO IS COVERED?

The ADA provides comprehensive civil rights protection for "qualified individuals with disabilities." An "individual with a disability" is a person who: 1) has a physical or mental impairment that substantially limits a "major life activity," 2) has a record of such an impairment, or 3) is regarded as having such an impairment. "Major life activities" include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Individuals who currently engage in the illegal use of drugs are not protected by the ADA when an action is taken on the basis of their current illegal use of drugs.

A "qualified" individual with a disability is one who meets the essential eligibility requirements for the examination. The Board is not required to take any action that would result in a fundamental alteration in the nature of the examination or an undue financial and administrative burden. However, the Board must take any other action, if available, that would not result in a fundamentals alteration or undue burdens but would ensure that individuals with disabilities receive the benefits or services.

WHAT IS REQUIRED?

The Board is required to make reasonable modifications in any policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the examination would result. To do so, it must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result. The Board may not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters. Finally, it must operate the examination so that, when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities.

Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the ADA. The Board may not provide the examination to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective. Even when separate programs are permitted, an individual with a disability still has the right to choose to participate in the regular program. The Board cannot require an individual with a disability to accept a special accommodation or benefit if the individual chooses not to accept it.

QUESTIONS?

If you have any questions about the ADA we encourage you to call the United States Department of Justice, which has an ADA information line, at (202) 514-0301 (voice) or (202) 514-0381/0383 (TDD). These telephone numbers are not toll-free numbers.

PROCESS FOR WAIVER OF FUNDAMENTALS OF ENGINEERING (FE) EXAM WHILE CONCURRENTLY APPLYING TO TAKE THE PE EXAM

Refer to Minnesota Rules 1800.2600 and 1800.2800 as found on the Board's website at www.aelslagid.state.mn.us. The PE exam application packet is on the Board's website.

Step 1:

- See MN Rule 1800.2800 for FE waiver eligibility requirements.
- Complete the entire PE exam application (*Professional Engineering by Exam*), as required. Thoroughly follow the instructions given.
- On the second page of the main application, under the section "Recorded As," write "Request FE Exam Waiver" in the box next to Engineer In-Training.

Step 2:

- Submit with completed PE Exam application the following:
 - ▶ Two exhibits of engineering work that includes calculations, as stated in MN Rule 1800.2600; **and**
 - ▶ A letter to the Board from the applicant's employer verifying the degree of involvement and responsibility displayed by the applicant in the conduct of the project exhibited, as stated in MN Rule 1800.2600; **and**
 - ▶ If applicant wants exhibits returned, a financial means for the exhibits to be returned must be provided (FedEx or UPS account number or prepaid mailing envelope). Cash, check or credit card **cannot** be accepted for returning exhibit material; **or**
 - ▶ If applicant does not want the exhibits returned, the statement below must be signed, dated and this form must be sent along with exhibits.

RELEASE TO SHRED ORAL INTERVIEW DOCUMENTS:

I _____, authorize the MN Board of
(applicant's name printed)

AELSLAGID to shred the exhibits that I submitted for my FE exam waiver oral

Interview. _____
(Applicant's Signature)

It is in the applicant's best interest not to delay submitting the above required documentation. Do not wait until close to the deadline date to submit what is required.

After the application has been reviewed and approved to proceed to the oral telephone interview, the applicant will be contacted to arrange a date and time for the telephone interview.

Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (Board of AELSLAGID)
85 E. 7th Place, Suite 160
St. Paul, MN 55101
651-296-2388

EDUCATION EVALUATION GUIDELINES

MEMORANDUM

TO: Applicants to the Fundamentals of Engineering (FE) Examination, and
Applicants to the Principles and Practices of Engineering (PE) Examination, and
Applicants for PE Licensure by Comity or Examination

SUBJECT: FOREIGN and DOMESTIC Engineering Education Evaluation Guidelines

All applicants who have been educated outside the United States and Canada** must have their education transcripts evaluated. The education shall be accepted only if it is determined to be **equivalent to the content of the Engineering Accreditation Commission (EAC)/ABET-accredited curriculum required for a Bachelor of Science degree in engineering.**

A SUBJECT ANALYSIS EVALUATION IS REQUIRED in order to determine if the degree meets minimum requirements of engineering science (32 semester or 48 quarter) **and** engineering design (16 semester or 24 quarter) credits. **THE ORIGINAL EVALUATION REPORT MUST BE SENT DIRECTLY FROM THE EVALUATION SERVICE TO THE MINNESOTA BOARD OFFICE EITHER BY U.S. MAIL OR ELECTRONICALLY. NO COPIES WILL BE ACCEPTED.**

****Licensed engineers educated in Canada will not be required to have their transcripts evaluated if their graduating college/university is recognized under the Washington Accord.** The Washington Accord is a mutual recognition agreement formed between ABET and the Canadian Engineering Accreditation Board of the Council of Professional Engineers.

Applicants who have been educated in the United States, but their degree program is not accredited by EAC/ABET, must have their degree evaluated in order to determine if their degree program meets MN Rules for engineering science and engineering design credits. **The same guidelines apply as stated above.**

Contact one of the following companies to obtain an education evaluation report:

NCEES Credentials Evaluations P.O. Box 1686 Clemson, SC 29633 Phone: (800) 250-3196 Website: www.NCEES.org	Foreign and U.S. degrees
Educational Credential Evaluators (ECE) P.O. Box 514070 Milwaukee, WI 53203-3470 Phone: (414) 289-3400 Website: www.ece.org	Foreign transcripts only

STUDY MATERIALS AND REFRESHER COURSES

Examination specifications (content and format) for the various engineering disciplines for the Principles and Practice of Engineering Examination are available from the NCEES website at www.ncees.org.

PE EXAM ADMINISTRATIONS BY DISCIPLINE		
EXAM	APRIL	OCTOBER
Agricultural and Biological	X	
Architectural	X	
Chemical	X	X
Civil	X	X
Control Systems		X
Electrical and Computer	X	X
Environmental	X	X
Fire Protection		X
Industrial	X	
Mechanical	X	X
Metallurgical and Materials		X
Mining and Mineral Processing		X
Naval Architectural and Marine	X	
Nuclear		X
Petroleum		X
Software Engineering	X	
Structural – Lateral Forces	X	X
Structural – Vertical Forces	X	X

The National Council of Examiners for Engineering and Surveying (NCEES) has prepared study guides for the Principles and Practice of Engineering Examination. To order these study guides, contact NCEES at:

National Council of Examiners for Engineering and Surveying
P.O. Box 1686
Clemson, SC 29633-1686
Phone: 864-654-6824 / Toll-free: 800-250-3196
Fax: 864-654-6966
Website: www.ncees.org

For information regarding refresher courses, contact:

Minnesota Society of Professional Engineers
20 E. Thompson Ave. #206
West St. Paul, MN 55118
Phone: 651-457-2347
Email: info@mnspe.org / Website: www.mnspe.org

APPLICATION FOR PRINCIPLES & PRACTICE OF ENGINEERING EXAMINATION**STATE OF MINNESOTA****BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN**85 EAST 7TH PLACE, SUITE 160, ST. PAUL, MN 55101-2113

PHONE: (651) 296-2388 FAX: (651) 297-5310

HEARING IMPAIRED • 1-800-627-3529

FOR BOARD'S USE ONLY
Application Number
Date Application Received
Application Fee \$

APRIL 2016 EXAMINATION**Application Fee: \$75**

FOR BOARD'S USE ONLY
License Number
License Fee \$
Date License Issued

DATA PRACTICES ACT WARNING

The data you furnish on this form will be used by the Board to process your application for licensure. You are not legally required to provide this data; however, if you fail to do so, the Board may be unable to issue your license. Until licensure is granted, all application data, except name and designated address, are private data pursuant to Minnesota Statute section 13.41, Subd. 2 (2014). All data, except social security number, telephone number and email address, become public record when licensure is granted pursuant to Minnesota Statute section 13.41, Subd. 5 (2014).

All Information, EXCEPT SIGNATURE, Must Be Printed In Ink or Typewritten**PART I: Applicant Identifying Information—You must notify the Board in writing of any address changes after you submit this application in order to receive any correspondence.**1. Are you or your spouse an active member of the U.S. military? ☐ No ☐ Yes (priority processing)

2. Personal Information—Please complete all sections.

NAME – LAST, FIRST MIDDLE		SOCIAL SECURITY NUMBER (REQUIRED)	
FORMER NAME (IF APPLICABLE)	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH (MONTH, DAY, YEAR)	
MAILING STREET ADDRESS (PO BOX NOT ACCEPTED)	APT/SUITE #	CITY	STATE ZIP CODE
MAILING ADDRESS <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS	BUSINESS NAME, IF MAILING ADDRESS IS BUSINESS		CONTACT PHONE NUMBER
PRESENT EMPLOYER		PRESENT POSITION	

3. Have you ever had a license disciplined, denied, surrendered, suspended or revoked?

☐ No ☐ Yes → If yes, please provide a separate statement of explanation.**PART II: Examination/Application Information**

1. In which discipline of engineering would you like to take your exam? _____

2. Check the box below indicating the appropriate information regarding your application.

- | | |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> This is the first time applying for the PE exam with the MN Board. | <input type="checkbox"/> Previously applied and denied. I have fulfilled additional requirements. |
| <input type="checkbox"/> Previously sat for NCEES PE exam and passed. Discipline: _____ | <input type="checkbox"/> Previously sat for NCEES PE exam and failed less than three times. State: _____ |
| <input type="checkbox"/> Previously applied and approved. However, I did not take the exam. | <input type="checkbox"/> Previously sat for NCEES PE exam and failed three or more times. State: _____ |

3. If you have taken any part of the PE exam in Minnesota, when? List all dates below:

PART III: Record of Examination(s) and/or Licensure

1. Have you taken and passed the NCEES Fundamentals of Engineering exam? ☐ No ☐ Yes
 → If no and you are requesting a waiver of the FE exam, complete the form provided in this packet on Page vii.
 → If yes, provide the requested information below.

The State in Which You Passed the Exam	In-Training #	Month & Year Issued	Number of Hours of Exam	Were you granted a Waiver of the FE exam?

2. Do you currently hold a license in Minnesota? ☐ No ☐ Yes
 If yes, for what profession? _____ License # _____

3. List other states in which you hold an architect, professional engineer, land surveyor, landscape architect, professional geologist or professional soil scientist license:

State(s) Licensed in:	Data Pertaining to License(s)				Check method for (each) license			
	Profession (including discipline of Engineering)	License Number	Mo. And Year Issued	Is License Current	Written Exam. (No. of hours)	Oral Exam.	Exemption (Grand-father Clause)	Comity

PART IV: Education Information—All statements must be substantiated by submitting an official transcript from each educational institution. Transcripts must arrive in a sealed envelope from the institution.

	Name and Location of Institution:	Month and Year		Date of Graduation	Degree Received
		From	To		
College or University (undergraduate and graduate degrees)					

PART V: Rules of Professional Conduct—Read, sign and return with your application.**1805.0100 PROFESSIONAL CONDUCT.**

Subpart 1. **Purpose.** This rule of professional conduct is adopted for the purpose of implementing the laws and rules governing the practice of architecture, engineering, land surveying, landscape architecture, and geoscience including Minnesota Statutes, section 326.11.

Subp. 2. **Scope.** This rule is applicable to and binding upon each person, corporation, or partnership subject to the regulatory jurisdiction of the board and each person subject to the control of the licensee.

Subp. 3. **Imputed knowledge of professional responsibility.** Each licensee who holds a certificate of licensure issued by the board is charged with knowledge of this rule. In the exercise of the privileges and rights granted by the certificate of licensure, the licensee shall conform professional conduct to the public and to the board in accordance with the provisions of this rule, and shall, as a condition of licensure, subscribe to and agree to conduct the practice in accordance with the provisions of this rule.

1805.0200 PERSONAL CONDUCT.

Subpart 1. **Public confidence and personal integrity.** A licensee shall avoid any act which may diminish public confidence in the profession and shall, at all times, conduct himself or herself, in all relations with clients and the public, so as to maintain its reputation for professional integrity.

Subp. 2. **False statements and nondisclosure.** A licensee shall not submit a materially false statement or fail to disclose a material fact requested in connection with the application for certification or licensure in this state or any other state.

Subp. 3. **Knowledge of unqualified applicants.** A licensee shall not further the application for certification or licensure of another person known by the licensee to be unqualified in respect to character, education, or other relevant factor.

Subp. 4. **General prohibitions.** A licensee shall not:

- A. circumvent a rule of professional conduct through actions of another;
- B. engage in illegal conduct involving moral turpitude;
- C. engage in conduct involving dishonesty, fraud, deceit, or misrepresentation;
- D. engage in conduct that adversely reflects on the licensee's fitness to practice the profession; or
- E. permit the licensee's name or seal to be affixed to plans, specifications, or other documents which were not prepared by or under the direct supervision of the licensee.

1805.0300 CONFLICT OF INTEREST.

Subpart 1. **Employment.** A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest.

Subp. 2. **Compensation.** A licensee shall not accept compensation for services relating or pertaining to the same project from more than one party unless there is a unity of interest between or among the parties to the project and unless the licensee makes full disclosure and obtains the express consent of all parties from whom compensation will be received.

Subp. 3. **Gifts.** A licensee shall not, directly or indirectly, solicit or accept any compensation, gratuity, or item of value from contractors, their agents, or other persons dealing with the client or employer in connection with the work for which the licensee has been retained without the knowledge and approval of the client or the employer.

1805.0400 IMPROPER SOLICITATION OF EMPLOYMENT.

A licensee shall seek and engage in only the professional work or employment the professional is competent and qualified to perform by reason of education, training, or experience.

A licensee shall not falsify or misrepresent the extent of the licensee's education, training, experience, or qualifications to any person or to the public; nor misrepresent the extent of the licensee's responsibility in connection with any prior employment.

A licensee shall not transmit, distribute, or publish or allow to be transmitted, distributed, or published, any false or misleading information regarding the licensee's own qualifications, training, or experience or that of his or her employer, employees, associates, or joint venturers.

A licensee shall not tender any gift, pay, or offer to pay, directly or indirectly, anything of substantial value, whether in the form of a commission or otherwise, as an inducement to secure employment. A licensee is not prohibited from paying a commission to a licensed employment agency for securing a salaried position.

1805.0500 FALSE OR MALICIOUS STATEMENTS.

A licensee shall make no false or malicious statements which may have the effect, directly or indirectly, or by implication, of injuring the personal or professional reputation or business of another member of the profession.

1805.0600 KNOWLEDGE OF IMPROPER CONDUCT BY OTHERS.

A licensee who has knowledge or reasonable grounds for believing that another member of the profession has violated any statute or rule regulating the practice of the profession shall have the duty of presenting such information to the board.

A licensee, when questioned concerning any alleged violation on the part of another person by any member or authorized representative of the board commissioned or delegated to conduct an official inquiry, shall neither fail nor refuse to divulge such information as the licensee may have relative thereto.

1805.0700 ACTION BY OTHER JURISDICTION.

Convictions of a felony without restoration of civil rights, or the revocation or suspension of the certificate of licensure of a licensee by another jurisdiction, if for cause which in the state of Minnesota would constitute a violation of law or of these rules, shall be deemed to be a violation of these rules of professional conduct. Any licensee adjudged mentally incompetent by a court of competent jurisdiction shall, until restored to mental competency, be deemed to be incompetent to practice the profession within the meaning of Minnesota Statutes, section 326.11, subdivision 2.

1805.0800 EMPLOYMENT ON THE BASIS OF MERIT.

A licensee as an employer shall refrain from engaging in any discriminatory practice prohibited by law and shall, in the conduct of the business, employ professional personnel solely upon the basis of merit.

1805.0900 MISCONDUCT.

Misconduct within the meaning of Minnesota Statutes, section 326.11, subdivision 1 shall include any act or practice in violation of the rules of professional conduct as set forth in parts 1805.0100 to 1805.0800.

Date: _____

Signature: _____

Print Full Name: _____

PART VI: Affidavit for License or Certificate in Minnesota—This form of attestation must be filled in by applicant before the notary public.

State of _____

County of _____

I, _____, being duly sworn, do hereby depose and swear that:

1. I have read and will comply with the provisions of Minnesota Statutes §§ 326.02 – 326.15 (2012) and the Rules and Regulations adopted thereunder;
2. I am not now under any disciplinary proceeding or action, pending or otherwise, in any other jurisdiction;
3. I have never been convicted of a felony;
4. I have not represented myself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design; and
5. I have not performed or offered to perform architectural, professional engineering, land surveying, landscape architectural, professional geological, professional soil scientific, or certified interior designer services, without proper licensure or certification in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design.

Signature of ApplicantNotary Public
Stamp or Seal

SUBSCRIBED and sworn to before me this _____ day of _____, 20____.

My Commission Expires: _____

Notary Public Signature**RECORD OF BOARD (This space not to be used by applicant.)**

Application Withdrawn Date:

**RECOMMEND DENIAL
OF APPLICATION**

Board Member Signature

Date Signed:

**RECOMMEND APPROVAL
OF APPLICATION**

Board Member Signature

Date Signed:

PART VII: Record of Employment History—List the name(s) and address(es) of the supervisors who will be verifying your employment history. Account for all time from receipt of your degree to the present. Include any intern or co-op experience prior to graduation. Attach additional sheets as needed.

Name	Address (street and number, city, state, zip)	State(s) Licensed in	Profession (including discipline of engineering)

1800.2805 Qualifying Experience Defined. As used in this part and parts 1800.2600, 1800.2700, and 1800.2800, qualifying experience consists of varied, progressive, nonrepetitive, practical experience at engineering work, developing the ability to apply the theoretical knowledge gained during academic training in making sound judgments in solving engineering problems. The varied experience must include increments of design, planning, technical specifications, codes and standards, research and analysis, engineering economics, safety, observation and inspection of construction of products. Experience shall be written in detail and submitted with the application for evaluation and approval by the Board.

Applicant Name _____

PART VIII: Employment History Form (Verified Work Experience)—Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

Name of Employer: _____ Position Title: _____

Address of Employer: _____

Name of Supervisor or Person to Whom You Reported: _____

Title of Supervisor or Person to Whom You Reported: _____

Profession of Supervisor/Person to Whom You Reported: _____

License Number of Supervisor/Person to Whom You Reported: _____

Dates of Employment: ____ / ____ / ____ to ____ / ____ / ____ Hours worked per week: _____

Description of Work (**Attach additional sheets as needed**):

Supervisor Initials	Activities Performed—Describe in detail and check type of experience at right.	D	P	T S	C S	R A	E E	S	O I

D = Design, P = Planning, TS = Technical Specifications, CS = Codes and Standards,
RA = Research & Analysis, EE = Engineering Economics, S = Safety, OI = Observation and Inspection

Attach a copy of the Employment History Form to each Employment Verification Form before distributing to your employers. DO NOT send your entire application to your employers.

Applicant Name _____

STATE OF MINNESOTA

Board of Architecture,
Engineering, Land Surveying,
Landscape Architecture,
Geoscience and Interior Design

Mailing Address:
85 E 7th Place Ste 160
St. Paul, MN 55101
(651) 296-2388

PART IX: Employment Verification Form

Date

Dear _____:
(Name of supervisor verifying employment)

_____ has made application to this Board
(Applicant's name)
for registration as a Professional Engineer (_____) in the State of Minnesota.
(Engineering Discipline)

The applicant has indicated that he/she was employed by _____ from
(Name of Firm)
_____ to _____ in an engineering capacity.
(month-day-year) (month-day-year)

The Board requests your cooperation in making its evaluation of the qualifications of the applicant more thorough by completing this form as directed and returning it directly to the Board office by the requested postmark date. All information secured from employers is for the use of this Board. Pursuant to the Minnesota Government Data Practices Act, the information you provide will be private information until the applicant becomes licensed, at which time the information will be classified as public information.

Sincerely, PE Exam Coordinator

Experience Verification (darken the appropriate ovals).

1. The applicant worked under your direct supervision. ____ Yes ____ No
2. The applicant performed engineering work in the following areas:
____ Administrative ____ Management ____ Design ____ Analytical ____ Technical
____ Other (specify): _____
3. The applicant was primarily involved in the following engineering areas:
____ Building/Structure ____ Product ____ Road/Bridge ____ Materials and/or Soil Testing/Inspection
____ Systems Design ____ Review of Eng. Documents ____ Other (specify): _____
4. How many hours a week did the applicant work during this time period? _____
5. Please initial the period of employment that you are verifying that is listed on the attached Employment History page.

Signature

Printed Name

This form must be returned to the Board office postmarked no later than _____.
(Enter the application deadline date for the exam you are applying for in the space above.)

Applicant: Attach a copy of your "Employment History Form."

VERIFICATION OF EXAM(S) AND/OR LICENSURE

Return To: Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture,
Geoscience and Interior Design (MN Board of AELSLAGID)
85 E. 7th Place, Suite 160
St. Paul, MN 55101-2113

Applicant Full Name & Address:

From: _____
(Name of verifying Board)

Address: _____

XXX-XX-_____
(Last 4 digits of social security number)

THE FOLLOWING INFORMATION COMPLETED BY VERIFYING BOARD ONLY

I. THE ABOVE NAMED PERSON WAS REGISTERED AS:

	CERTIFICATE/ LICENSE NUMBER	DATE ISSUED	VALID UNTIL
<input type="checkbox"/> Engineer In-Training.....	_____	_____	_____
<input type="checkbox"/> Professional Engineer.....	_____	_____	_____
<input type="checkbox"/> Structural Engineer.....	_____	_____	_____
<input type="checkbox"/> Land Surveyor In-Training.....	_____	_____	_____
<input type="checkbox"/> Land Surveyor.....	_____	_____	_____

II. BASIS OF REGISTRATION:

1. <input type="checkbox"/> Written Examination:	<u>HOURS</u>	<u>RESULTS</u>	<u>NCEES</u> (Yes/No)	<u>EXAM DATE</u>
• Fundamentals of Engineering (FE) _____	_____	_____	_____	_____
• Princ. & Prac. of Engineering (PE) _____	_____	_____	_____	_____
• Fundamentals of Surveying (FS) _____	_____	_____	_____	_____
• Principles of Surveying (PS) _____	_____	_____	_____	_____

Examination Discipline: _____

Oral Examination/Interview: PE _____ hrs. / LS _____ hrs. / Structural _____ hrs.

Other: _____

2. ☐ FE/FS Accepted from State of _____
3. ☐ PE/PS Accepted from State of _____
4. ☐ Comity with State of _____

III. INVESTIGATIONS AND/OR COMPLAINTS (must be answered):

Has formal disciplinary action ever been taken against the above-named individual?

No _____ Yes _____ (If yes, please give details on reverse side.)

BY: _____

BOARD SEAL

TITLE: _____ DATE: _____

IF FEE IS REQUIRED, PLEASE NOTIFY APPLICANT, BUT DO NOT DELAY PROCESSING OF THIS FORM.

AUTHORIZATION TO RELEASE APPLICANT INFORMATION

**MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN (AELSLAGID)
85 East Seventh Place, Suite 160
St. Paul, MN 55101**

Applicant data is classified as private or confidential under the Minnesota Data Practices Act. However, **I hereby waive my rights under the Minnesota Data Practice Act and authorize** the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design to provide information contained in my application materials, including any documents, to the following:

(insert name of the individual who may receive information)

I understand that I am not legally required to sign this form. The purpose of this authorization is to facilitate the processing of my application. This authorization automatically expires one year after this date.

Signature of Applicant

Printed Name of Applicant

Date

THIS FORM IS NOT REQUIRED. Complete only if you intend for someone besides yourself to contact the Board office for the status of your application (i.e. administrative assistant, spouse, etc.).